

**Agenda for CRLA Conference Call
January 26, 2000**

1. Acceptance of Agenda
2. Acceptance of Minutes
3. Report on States and Regions
4. Treasurer's Report
5. Funding Requests
 - Winter Institute- Gretchen Starks-Martin
 - IRA- Pat
 - Dedication of Martha Maxwell Archives- Pat
 - IRA- Pat Mulchay-Ernt
6. Journal Problem
7. Membership and LAC Handbook Coupons
8. Web Site
9. 2000 Conference Update
10. Fellows Update
11. Agenda items for Reno, Including Items for Discussion on Wednesday, 2/16/00
12. Other
13. Next Meeting: Reno, February 14-16, 2000

COLLEGE READING AND LEARNING ASSOCIATION

**CONFERENCE CALL
DATE: January 26, 2000
SUMMARY OF MINUTES**

MEMBERS ON LINE: Pat Jonason, *President*, Valerie Smith Stephens, *Secretary*, Tom Dayton, *President-Elect*, Gretchen Starks-Martin, *Treasurer*, Susan Deese-Roberts, *Executive Assistant*, Vicki Papineau, *Membership Coordinator*, Michael O'Hear, *Past President*

The meeting was called to order by Pat at 3:02 EST

1. AGENDA (Attachment A)

Susan asked the CRLA-NADE Symposium be added to the agenda.

MOTION: Mike moved that the agenda be accepted with Susan's additional item. Tom seconded the motion. **PASSED**

2. MINUTES Susan reported that she still has not received a copy of the minutes from the November Board meetings. Valerie announced that Lorraine will send a copy to her and she will send the minutes to those individuals who did not receive a copy.

MOTION: Mike moved that the minutes from the November 6, 1999 Board meetings and the December 1, 1999 conference call be accepted. Tom seconded. **PASSED**

3. STATES and REGIONS

Mike sent out an invitation to host the conference. There were two "maybe" responses. New Mexico expressed interest within the next few years. NJ/PA reported that their chapter is very small, but they are interested. NJ/PA is having a regional conference on April 7, 2000. Vincent Tinto is the keynote speaker. Vicki reported that this chapter recently asked for mailing labels. They may be able to host a chapter in the near future. California may ask for funds for a

teleconference. New Mexico's regional conference is April 29, 2000. Mike expects more information to come in shortly.

4. TREASURER'S REPORT

Gretchen reported that the income from September to December was \$7,177.27. The expenses for that period was \$39,586.14. This includes the expenses for the conference. The current operating budget is \$8,273.84. There are still are outstanding checks. Hopefully, she will have a more detailed report at the Board meeting in Reno, NV. The Conference Budget report: the end numbers are not ready yet. She gave an approximate amount of the income and expenses. Income: 97,000, Expenses: 61,000 and Profit: 30,000. From Pat via Donna (Exhibits Chair): The exhibit account has approximately \$16,000. Donna recommends that we not use GES. Gretchen offered to send to Tom a sample conference budget from last year's conference. Tom appreciated the offer and will use it as a guide for planning the Reno, NV conference. Gretchen will do her best to have a full report at the Reno Board meeting. She will know more after she gets the January bills. New Orleans was very expensive. Gretchen expects that we will break even. We did not make a large profit. Susan asked about budget requests. Gretchen said that she will bring a proposed budget and individuals will make adjustments to their budgets in Reno. Susan also requested a CRLA operating budget.

Gretchen will send Susan a copy of the operating budget.

5. FUNDING REQUESTS

Pat summarized to the Board individual request for financial support. Gretchen Starks-Martin requested a reimbursement for airfare and two meals to attend the Winter Institute. Patricia Mulchay-Ernt requested support to attend the IRA conference. Pat also requested support to attend this conference and to the Martha Maxwell archives dedication in St. Louis, MO. Susan suggested that a written policy be developed for financial support in the event that the President cannot attend a representative will take the President's place with financial support from CRLA to the IRA conference. Pat recommends that we fund Patricia and Pat be funded for half for each person. Either the person will pay the balance or the their institution. Gretchen will be funded for her expenses. Susan suggested that Pat write to Patricia Mulchay-Ernt that she will be given \$500 toward expenses to attend the IRA conference.

MOTION: Tom made a motion that all requests for funding up to \$500.00 be approved with the understanding that it is for this request only. Mike seconded. **PASSED**

6. JOURNAL PROBLEM

Mike shared with the Board a problem with the CRLA Journal from David Lamire (CRLA Journal, Editor). The article, "Learning Through Better Thinking" was printed in the last issue. A letter was received from the original author

who said that there were several exact quotes in the article that came from her work . It is a clear case of plagiarism. David wrote to the author and asked for an explanation. The author said he expected that the Journal would proof the article. Mike asked if we need legal counsel in the event of a lawsuit. Valerie volunteered to contact the University Counsel on her campus for advice. Gretchen will also assist by asking a fellow faculty member to review the materials. Meanwhile, Mike will advise David to follow the APA guidelines regarding plagiarism in the next issue.

7. Membership and LAC Handbook coupons

Vicki mentioned that there are changes needed on the Web pages—especially the calendar. Vicki made note of the changes and sent them on to Vince. Susan reported that Vicki did a wonderful job in making the necessary changes. More Tutor Handbooks are needed we are down to 11. This is a result of filling back orders for books. There is a request to update the book about and what it would cost. Vicki will get a bid from ESG. Vicki faxed the Board rough draft of the brochure for the LAC Monograph. Pat was pleased with the layout and design. The brochure will be ready by the end of January. Who should get the brochure? We have 495 members for 2000. Pat recommended that we send out notices to these individuals and life time members. There was a discussion about including the 1999 people who did not renew for this special offer. If the 2000 and lifetime members were given this

special rate, it could be seen as a reward for renewing. Mike pointed out if we include the 1999 members, it may be an incentive to renew their membership. Vicki reported that it would cost 600.00 to complete the project. It was agreed by all to include current. The deadline to order the book with the discounted coupon is May 1, 2000. The brochure will be sent by bulk mail to 935 members (current and 1999).

8. WEB SITE

Pat reported that Vince will have all the information updated on the Web site. She also asked about Tom's information about the conference be placed on the Web. There was a discussion about having a member maintain the Web site or hiring a profession updating the Web site. Vicki wants to advertise the LAC handbook and the Tutor handbook on the Web people could download the order form. The glossary would not be added since it so outdated. Susan is trying to get a job description. More on this issue will be discussed at the Board meeting in Reno.

9. 2000 CONFERNCE UPDATE

Tom reported that Gary Soto will be the keynote speaker and Robb Sherfield will be the luncheon speaker on Saturday and provide an

pre-conference institute. Tom sent this information to Molly for the Newsletter. We have a nice balance of literature and academics. The Learning Assistance Center SIG is putting together an all day workshop. They want to meet on Tuesday evening and all day on Wednesday. Gretchen asked about the state tax. Tom recommends that we try to apply for non for profit organization to be exempt for taxes for the conference. Nevada will not recognize this policy. More on this and other issues regarding the conference will be discussed at the Board meeting in Reno, NV.

10. FELLOWS UPDATE



Pat reported that at the NADE conference the Founding Fellows for Learning Assistance will be inducted. All three CRLA nominees have accepted: Gene Kerstiens, Frank Christ and Karen Smith. The date and location of the induction has not been announced. All three inductees realize how much work it involves and will assist in selecting the new Fellows. Pat asked the question whether next year's inductees will be honored at the next CRLA conference? Mike thinks that it should. Susan asked if CRLA would pay for the expenses of the inductees to attend NADE. Pat responded by saying that the inductees will pay for their own travel to attend NADE. It is not a requirement for them to be there. It was discussed that it would be a nice gesture if NADE would pay for the

registration fee for the inductees to attend the conference. Valerie asked if it is public information and is appropriate to offer congratulations to the new Fellows. Mike cautioned in offering congratulations because some of the new fellows had not been notified. However, all honorees should have been notified by now. Susan suggested that there be a press release be sent out via a centralized source to the honorees hometowns along with their academic institutions. Also, an article about this event should be included in the next CRLA newsletter.

11. AGENDA FOR THE RENO BOARD MEETING

Pat went over the items that will be discussed at the Board meeting in Reno: Budgets, the Conference Reports from last year, and plans for the upcoming conference. Pat asked the Board to bring up items so that they can be placed on the agenda for Wednesday morning (2/16/00). The following are some of the items to be discussed: Political Action, a review for CRLA policy for the IRA and the Winter Institute conferences--- a resource guide about who attends and what is covered. Tom suggested making a position statement regarding our four areas of Learning Assistance. He will send Pat more information. Mike stated he wanted to discuss the possible locations for next conference after Spokane, WA, publications and organizational growth. Susan wants to talk about the Past Officers Council and their concern about the organization becoming to

developmental in its focus. She will get more information from Karen Smith and Becky Johnen.

12. OTHER

The following items were discussed as wrap up items at the end of the conference call:

Tom went over what refreshments will be available during the Board meetings and the time the Board will meet for dinner Monday evening. Gretchen reminded everyone to please bill all meals to their hotel room. Susan reported on the NADE and CRLA Symposium. She met with Gladys Shaw, Sue Brown and a NADE representative. The deadline for proposals was extended to February 3, 2000. This was posted on the Learn Assist list serve. From the proposals that were submitted all were accepted. The presenters of a few proposals were asked to make revisions for time or not enough interaction activities. The call to conference will be out February 15, 2000. May 22, 2000 is the cut off date for the hotel reservation. Purchase orders will not be accepted and space is only available 250. The registration fee is \$150.00. Susan also stressed that people wanting to attend the Symposium should first send in a registration form and wait for a confirmation. Any comp room will go to Sue Brown and Gladys. Each organization will submit a list as to who should have a comp room and they will be divided equally between CRLA and NADE. Pat asked if there need to be a Board meeting at the Symposium. Susan asked that we discuss the tutor training handbook and see if there is

an interest to having an update or a new volume.

Gretchen wanted know if you could advertise job openings on the CRLA web page. Susan expressed concern about placing jobs on the CRLA web page. We need to consider this issue carefully. It might be time to have a CRLA list serve. A suggestion to advertise in the Newsletter.

However, timing is an issue.

More on these topics will be discussed in Reno.

Pat adjourned the meeting at 4:35 p.m.